



ISCMIAMINST 1710.2B  
06 DEC 04

INTEGRATED SUPPORT COMMAND (ISC) MIAMI INSTRUCTION 1710.2B

Subj: INFORMATION AND RESERVATION PROCEDURES FOR THE RECREATION  
COTTAGES AT MARATHON, FLORIDA

Ref: (a) Coast Guard Morale, Well-being, and Recreation (MWR) Manual,  
COMDTINST M1710.13 (Series)

1. PURPOSE. This instruction promulgates regulations and procedures for the use of the recreation cottages and boats at Marathon, Florida.
2. ACTION. Group/Sector Commanders, Commanding Officers, Officers-in-Charge of unit within the geographical area of the Seventh District, including Headquarters, LANTAREA, Maintenance and Logistics Command Atlantic (MLCA) units geographically aligned with the Seventh District, plus division chiefs, and branch chiefs of Integrated Support Command Miami (ISC Miami) should give this instruction the widest dissemination possible.
3. DIRECTIVES AFFECTED. ISCMIAMINST 1710.2A dated 14 May 02 is cancelled.
4. DISCUSSION. The recreation facilities at Marathon, Florida are located at the Coast Guard Station Marathon (at mile marker 48, on the west side of U.S. Route 1). The station is located on Vaca Key in the heart of the Florida Keys 111 miles Southwest of Miami and 48 miles northeast of Key West. The facility can be reached by air, bus or automobile. The recreation facilities include four one-bedroom cottages, four recreational vehicle (RV) pads and four recreation boats. Reservations for the cottages and recreational vehicles (RV) pads are handled through ISC Miami (pm). Reservations for the boats are handled through the Marathon Lodge Hosts.
5. PROCEDURES, RULES AND REGULATIONS. The following procedures and regulations are established to ensure the successful operation of this program.
  - a. Eligibility.
    - (1) Active duty and their dependents of the U. S. Armed Forces (Coast Guard, Army, Air Force, Navy and Marines); members of the ready reserve, reserves in training, members of the National Guard and their dependents; military Cadets of Service academies and their families; commissioned corps of the Public Health Services and their dependents; National Oceanic and Atmospheric Administration (NOAA) on active duty; retirees of the U. S. Armed Forces and their dependents; and other authorized patrons of the morale-well-being and recreation programs, including but not limited to: honorably discharged veterans with disabilities and their dependents; Medal of Honor recipients and their

dependents; unremarried surviving spouses of military personnel; DHS/DOD appropriated and non-appropriated funded active and retired civilian personnel and their dependents; Coast Guard Auxiliaries; and other individuals entitled to commissary and exchange privileges.

(2) If you have any questions regarding patron eligibility, please contact our office at (305) 535-4565.

b. Periods of Operation. The facilities are normally open year-round, except when necessary to close a cottage for maintenance or repairs. When a non-scheduled repair occurs, the scheduled applicant will be notified by telephone by ISC Miami (pm). The applicant will be given the opportunity to select another time period.

c. Reservations.

(1) Cottages.

(a) The application for reservations for the cottages is attached as enclosure (1).

(b) The application for cottage reservations, enclosure (1), along with the complete rental payment for the period requested shall be forwarded to ISC Miami (pm). All applications may be submitted up to **six** months in advance or not later than two months in advance of the reservation month. Minimum rental period is two days; maximum rental period is 12 days.

(c) **ISC Miami (pm) will date stamp each application received. Cottages will be booked in the following manner. First priority: All active duty of the U. S. Armed Forces and their dependents reservation requests will be booked until two months in advance of the reservation month. Second priority: All other applications from eligible patrons received will be booked two months in advance of the reservation month. Booking is dependent upon availability. Example: Reservation month is December. First priority applications will be booked every Wednesday based on date order received until September 30. On October 1, all second priority will be booked based on availability. Any application for December received on or after October 1, will be booked based on date stamp received and availability.**

(d) Telephone inquiries will be accepted concerning the availability of the facilities; however, **reservations will not be accepted or confirmed by telephone.**

(e) To ensure maximum and equitable utilization of the cottages, it may be necessary to adjust the requested dates of occupancy. In these instances, all parties will be notified by telephone. Every attempt will be made to accommodate all parties

(f) Monies owed to the member due to reduction of the period requested will be credited toward boat rental fees. The Marathon Lodge Host will advise ISC Miami (pm) of boat rentals after the guest has left. ISC Miami (pm) will issue a check for any remaining monies due the member.

- (g) Reservations for more than one cottage may be granted, up to a maximum of two cottages. In such cases, the sponsor will assume responsibility for all the cottages used by their party. The rental rate will be based on the number of units occupied. The cottage occupants **will not** allow trailer pad occupants the use of cottage sanitary, food preparation or dining facilities. A \$50.00 inventory/restocking fee will be charged to the sponsor if cottage inventory i.e., dishes, flatware, chairs, etc, is found missing.
- (h) Parking is limited on base. Cottage guests are allowed a maximum of one vehicle per cottage. Private boats must be trailered and pulled in and out of the water each day. Check with the Lodge Host prior to using the boat ramp. There is only **one** parking space next to the trailer pad for cottage guest's trailered boats. Cottage guests may rent recreational vehicle trailer pads for additional parking.

(2) Boats.

- (a) Boats are rented on a daily basis. Sponsors may reserve a boat between 0800 and 0830 with the Marathon Lodge Host at the mini-mart.
- (b) Cottage occupants will be given first priority and trailer pad guests are given second priority to rent the boats. Upon return of the boats to the station after use, the Marathon Lodge Host must accompany the sponsor to refuel the recreation boat.

The sponsor is responsible for purchasing their fuel at the re-fueling dock. **No exceptions, only the Marathon Lodge Host will top off the fuel.**

d. Confirmation of Reservations.

- (1) Cottage reservations will be confirmed through the mail by a returned application with the approved dates shown, along with any credits due. The approved application, payment receipt, and valid military/civilian identification cards will be required at check-in.

e. Check-In/Checkout.

- (1) Check-in time for the cottages is between 1400 and 1800 hours on the first day of reservations. If travel arrangements necessitate your check-in time after 1800 hours, you **must** contact the Marathon Lodge Host at (305) 743-3549, and a \$15.00 late check-in fee will be assessed
- (2) Checkout time is by 1200 hours on the last day of occupancy. **Late checkouts will be assessed a \$15.00 per hour checkout fee.** Failure to check out with the Marathon Lodge Host and failure to clean the cottage may result in a \$50.00 cleaning fee billed directly to the sponsor and/or future revocation of privileges.

f. Schedule of Rental Fees.

(1) The schedule for rental fees is attached as enclosure (2).

(2) Rental fees are subject to change without notice.

g. Payment of Rental Fees.

(1) All cottage rental fees will be paid at the time reservation application is made.

Payment may be by check, money order or credit card. Checks or money orders are payable to the Coast Guard Morale Fund. Do not send cash. We accept MasterCard or Visa credit cards, provided that applications include expiration date of the credit card and the zip code of the address where the billing statement is mailed.

(2) All boat rental fees will be paid daily to the Marathon Lodge Host prior to boat departure and after float plans are completed. No advance boat rental fees will be accepted.

h. Cancellation of Reservations.

(1) ISC Miami (pm) shall be notified immediately if the member will not be able to utilize their cottage reservations. Notification must be made 14 days prior to reservation date in order to receive a refund. Persons who have paid for reservations, but fail to show for the dates reserved, without notice of cancellation, will not receive a refund.

(2) If cancellation is due to an emergency beyond the control of the member (i.e., military orders, hospitalization, death in the immediate family) payment will be refunded without regard to the date; however, proof of the emergency is required (copy of military orders, doctor's slip, etc.).

(3) All reservations for cottages are handled through ISC Miami (pm). Reservations are not transferable to another member in event of a cancellation.

i. Refunds.

(1) All refunds will be made by check issued from ISC Miami (pm) and mailed to the sponsor 30 days after completion of their stay at Marathon.

(2) The Marathon Lodge Host will apply all credits used toward boat rental and mail the total credits due the sponsor to ISC Miami (pm).

j. Occupancy.

(1) The normal occupancy period shall not exceed 12 days and will include only one weekend. Extensions of occupancy may be approved by request, if the facility has not been reserved.

(2) Maximum occupancy of each cottage is 5 persons, including infants and children.

- (3) ISC Miami (pm) shall assign and approve all guests to the cottage. No other person(s) may occupy the cottage without the approval of ISC Miami (pm).
- (4) Occupancy privileges may not be transferred.
- (5) Repeated curtailment of reservations, cancellations, or failure to use the approved dates (no shows), or failure to follow the rules and regulations may result in denial of future use of the facilities.
- k. Termination for Cause. The Officer in Charge of Station Marathon can terminate facility occupancy for cause any time deemed necessary. The final determination to revoke future privileges will be made by ISC Miami (pm). The cottages are not to be used for any illegal, improper, or immoral purpose whatsoever.
- l. Guests. Guests are allowed, provided they are indicated on the reservation application. Guests must abide by all rules and regulations applicable to the sponsor. The sponsor will be held responsible for the behavior and conduct of their guests.
- m. Children. The sponsor must maintain close supervision of all children in their party because of the dangers inherent in the operation of a military base. When aboard the station grounds, children are to remain under direct adult supervision. Be sure to review restricted areas with your children (see item r).
- n. Pets. Pets are not permitted in the cottage facilities, except for certified service animals for disabled patrons. Owners must walk their pets outside the station perimeter on a leash and owners must clean up after their pets. Please provide notification of service animals when applying for reservations.
- o. Smoking. Smoking is not permitted inside the cottages; however, smoking is permitted in designated areas of the station. Check with the Marathon Lodge Host.
- p. Firearms are not permitted on the base. There is no storage area for firearms on board the station. A prior arrangement for storage off- base is the responsibility of the sponsor/guest. [All vehicles coming on base are subject to search at the discretion of the Officer-In-Charge of Station Marathon.](#)
- q. Use of Recreation Boats.
  - (1) [The Marathon Lodge Host handles reservations for boats on site on the morning of the rental. Advance reservations are not permitted. First priority is given to persons renting the cottages; second priority is given to persons renting the trailer pads, third priority is given to Marathon Station personnel. Boats are rented on a day-to-day basis. Boats are not available for rental on Federal holidays or when the Lodge Host is absent from the facility.](#)
  - (2) The Marathon Lodge Host will ensure that the person checking the boat out is qualified to handle it as set forth in Chapter 5-B-8 of reference (a). This will be accomplished through informal questioning and on-site instruction. The Marathon Lodge Host is the final authority on determining whether a person requesting a boat is qualified to safely operate the vessel.

- (3) Sponsors may checkout boats any time after 0800, but must return them to the Marathon Station pier no later than 1645; exceptions may be authorized by the Officer in Charge of Station Marathon. The sponsor will provide to the Marathon Lodge Host a float plan prior to departing from the station. Upon return of the recreational boat to the station, the sponsor must pay for the fuel used and be accompanied by the Marathon Lodge Host during the refueling process. **No exceptions.**
  - (4) The sponsor is responsible for any damages to the boat incurred during the rental period. The sponsor will be billed for damages after estimates are received for the work to be completed. It is the responsibility of the sponsor to report any malfunctions and/or possible damages to the Marathon Lodge Host upon return to the pier. Enclosure (2) lists some of the damage costs associated with boat operation.
  - (5) Sponsors and their guests may provide their own fishing equipment and tackle or rent equipment listed on enclosure (2).
  - r. Restricted areas. There are restricted areas on the base because it is operational 24 hours/7 days a week. No one is permitted beyond the fence area on the west side of the cottages, including the rocks by the fenced area. No one is permitted in any Coast Guard building, operational boat dock, by the gasoline tanks, in the storage area both east and west of the recreational trailer pads or behind the Officer In Charge's house. Do not walk across any lawn due to crab holes. Guests do not look down when they are walking and have been hospitalized due to broken or strained ankles by stepping into the crab holes. **Swimming is prohibited in the boat basin at all times. Fishing off the seawall is permitted. Catching lobsters in the boat basin is off limits to all cottage and recreational vehicle trailer pad guests.**
6. Information on the Marathon area.
- a. Additional information on the cottages, trailer pads, Marathon area attractions, and other Marathon facilities amenities will be mailed to you once your reservations are confirmed.
  - b. Additional information on the Marathon facility may also be obtained through the ISC Miami MWR web page on the Internet:  
<http://www.uscg.mil/mlclant/iscmiami/index.htm>).

E. G. FAUX

Encl: (1) Application for Marathon cottages  
(2) Schedule of Rental Fees

Dist: List V



## APPLICATION FOR MARATHON RECREATIONAL COTTAGES

NAME: LAST, FIRST, MIDDLE INITIAL

RANK or PAY GRADE

Branch of Service/Department: \_\_\_\_\_ Active Duty Member ( ) Active Duty Dependent ( )  
All Other Eligible Patrons: (State why you are eligible). Examples: U. S. Army Retiree Member

DUTY STATION/WORK ADDRESS:

HOME ADDRESS:

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

BEEPER NO: \_\_\_\_\_ CELL PHONE NO: \_\_\_\_\_

RESERVATION DATES REQUESTED:

RECREATON BOAT REQUESTED:

1<sup>ST</sup> Choice From: \_\_\_\_\_ To: \_\_\_\_\_  
2<sup>nd</sup> Choice From: \_\_\_\_\_ To: \_\_\_\_\_  
3<sup>rd</sup> Choice From: \_\_\_\_\_ To: \_\_\_\_\_

YES ( ) NO ( )  
Marathon Lodge Host will authorize use of boat  
on a separate form at the facility

SPONSOR'S GUESTS: MAXIMUM OF 5 PERSONS PER COTTAGE, INCLUDING INFANTS.

NAME:

AGE:

RELATIONSHIP (IF APPLICABLE)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Full payment required with application. Rental rates are listed on Enclosure (2) are subject to change without notice. Make check/money order payable to: "Coast Guard Morale Fund". Credit cards VISA or Mastercharge accepted. Maximum of 12 nights.

NOTE: SPONSOR MUST BE PRESENT DURING STAY. NO PETS (Except Certified Service Animals)

VISA or MASTERCARD \_\_\_\_\_ Exp Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Credit card total amount \$ \_\_\_\_\_ Check or money order amount enclosed. \$ \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

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Action by reservation approving authority: COTTAGE NO. \_\_\_\_\_

Period of Stay: From: \_\_\_\_\_ To: \_\_\_\_\_ Rental Fee Received: \$ \_\_\_\_\_

Check in time: 1400 to 1800 hours. Check out time: 0800 to 1200 hours. Cancellation Policy: 14 day advance notice required.

Application and check returned due to the following reasons: Dates requested are full ( ),  
Application received after cottages were booked ( ), Other \_\_\_\_\_.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

ISC Miami (pm)



Enclosure (1) to ISCMIAINST 1710.2B

All applicants must read the Privacy Act Statement and the Statement of Understanding and indicate they have read it by signature below.

## **Privacy Act Statement**

In accordance with 5 United States Code (USC) 522(e)(3), the following information is cited when you are providing personal information to the U. S. Coast Guard.

Authority that authorized solicitation of the information: 14 USC 632.

Principal purpose for which information is intended to be used: To provide the U. S. Coast Guard with sufficient information to evaluate the request for use of the recreation facilities under the auspices of Coast Guard Integrated Support Command Miami.

The routine use that may be made of the information: To provide a record of all applications for use of the Marathon recreation facilities controlled by Coast Guard Integrated Support Command Miami.

Disclosure: Voluntary; however, failure to provide the information may result in disapproval of the application.

## **Statement of Understanding**

I have read and understand the contents of ISCMIAINST 1710.2 (series) concerning the responsibilities of applicants who use the recreation facilities at U. S. Coast Guard Station Marathon, FL. I certify that my guests and I will abide by all the rules and regulations applicable to the use of these facilities. I certify that I will accept full responsibility for the facilities and equipment that are assigned to me during my period of occupancy and that I will be liable for any damages thereto. I further certify that I understand that the U. S. Coast Guard (an agency of the Federal Government) is not liable for any accident, including death, that should occur while my guests or I occupy the recreation facilities or rent any equipment.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_



## **MARATHON RECREATIONAL FACILITY SCHEDULE OF RENTAL FEES**

### **COTTAGES**

E-1 to E-4, GS-1 to GS-4, NF-1, WG-1 to WG-4 or equivalent	\$50.00
E-5 to E-7, GS-5 to GS-7, NF-2, WG-5 to WG-7 or equivalent	\$55.00
E-8 to E-9, W-2/3, O-1/2, GS-8 to GS-9, NF-3, WG-8 to WG-9 or equivalent	\$60.00
W-4, O-3, O-4, GS-10 to GS-11, NF-4, WG-10 to WG-11 or equivalent,	\$70.00
District Vice Commodore and below	
O-5 and above, GS-12, NF-5, WG-12 or equivalent and above, District Commodore and above	\$75.00

<b>RECREATIONAL VEHICLE TRAILER PADS</b>	<b>\$20.00</b>
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### **BOATS**

20', 21' or 22' boats with 150HP or 200HP	One-Half Day	\$60.00*
five person maximum on any boat	Full Day	\$75.00*

\* Plus fuel. No one allowed out by themselves, for safety reasons.

**NOTE:** Full day is 0800-1645. Half day is 0830-1230 or 1300-1645. Rentals are available seven days a week. Boats and rental items are not available on Federal Holidays or when the Lodge Host is absent from the facility.

### **RENTALS**

Fishing Poles	2 for	\$10.00
GPS		\$15.00
Dive Flag, Chum Bag, or Bait Bucket		\$ 1.00

### **ITEMS FOR SALE**

USCG Hat		\$ 9.95
USCG Patch		\$ 4.30
Fins (child, youth and adult)	\$10.00 to	\$16.00
Snorkel (child and adult)	\$ 3.00 to	\$ 4.00
Mask (child and adult)	\$10.00 to	\$17.00
Shorty Wet Suits (Child and Adult)	\$34.50 to	\$47.90

\*\*\* Bait, ice, charts, fillet knife, dive float with flag, underwater camera, etc. \*\*\*\*\*

**PRICES ARE SUBJECT TO CHANGE**

### **Recreation Boat Damage Charges**

Propellers:	Missing blade or major damage requiring the replacement of the propeller or a combo of a rehub and a remanufacture with welding.	\$135.00
	Blade(s) needing welding due to missing metal and/or cracks in blade edges. This will include a remanufacture process.	\$ 60.00
	Bent blade requiring reconditioning of the blade.	\$ 44.00
	Sheered rubber hub	\$ 46.00
Skeg Damage:	Tip of the skeg is broken off and/or leading edge is gouged, requiring welding	\$ 65.00
	Skeg is broken off at the lower edge of the gear casting and/or cracks leading up to the gear casing.	By quote ONLY
Anchor:	Lost or bent (even if only slight damage that restricts normal function).	\$ 35.00
	If anchor chain or line lost, add additional	\$ 65.00
Fender:	Lost or damaged enough to prevent use.	\$ 12.00
Ring Bouy:	Lost or damaged enough to prevent use.	\$ 50.00
PFD's	Lost or damaged enough to prevent use.	\$ 12.00
Dive Flag Float	Lost or damaged enough to prevent use.	\$ 8.50
	Flag only.	\$ 4.00
First Aid Kit:	Lost or missing	\$ 22.00
Flare Kit:	Lost or missing.	\$ 40.00
Fire Extinguisher	Lost or missing	\$ 25.00
Hull Damage:		By quote ONLY
Bimini Top:	Broken straps or clips	\$ 3.00 ea
	Re-stitch	\$ 35.00
	Rip repair or support pole damage.	By quote ONLY

**PRICES ARE SUBJECT TO CHANGE**